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## PLANS AND PROGRAMS STAFF WEEKLY REPORT FOR PERIOD ENDING 26 JANUARY 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. <u>Items or Events of Major Interest that have Occurred</u>
<u>During the Preceding Week:</u>

## a. <u>LIMS</u>

- (1) In support of SDG activities, P&PS is taking an active role in identifying requirements for the Requisition Module. In a joint meeting on January 24, tentative agreement was reached on the basic process configuration of this module as it will function upon receipt of customer requests. At the request of the SDG, requirements identified with the module's external portion (man-machine interface) will be developed by P&PS.
- (2) An in-depth evaluation of OL required approvals, as they appear in current regulatory issuances and apply to individual modules, has been completed. P&PS and SDG members are in the process of determining exactly how, where, and which of these approval requirements will be incorporated in LIMS' request processing sequences.
- (3) All Discrepancy Reports (DRs) assigned to P&PS as a result of the QAD audit of the Functional Requirements Document have been evaluated and surfaced at ERB meetings. Fifteen of nineteen DRs have been closed out.

## b. Regulations Revisions

(1) The Regulations Control Division (RCD), OIS, has
set a goal of having every Headquarters Regulation
bearing a date prior to 1980 revised or revalidated during
1983. OL has some fifteen HRs and that fall into
this category. We will be working with the affected OL divi-
sions and staffs throughout the year in this endeavor. We
have provided RCD a schedule giving dates we expect to have
each completed.



## COMPENTIAL

SUBJECT: Plans and Programs Staff Weekly Report for period ending 26 January 1983

	(2) This past week the following regulations were reviewed, commented upon, concurred in, or published:
25X1	Records Validation Officer - Concurred but offered some recommendations for improvement.
25X1	Performance Appraisal - Concurred but offered many recommendations for improvement.
25X1	Establishment of an Inventory and Audit System in Supply Division, sent to the D/L
25 <b>X</b> 1	for signature.
	c. <u>Headquarters Claims Review Board</u>
	(1) Status of Personal Property Claims - December 29, 1982-January 26, 1983
	Claims Received 12 Claims Completed 9 Claims in the Processing Cycle 6
25 <b>X</b> 1	Claims to be Processed 15 Man-days Backlog 25
25X1	(2) The Claims Officer briefed attendees of the Field Administration Class 25 January 1983, on the proper submission of personal property claims. These presentations are part of the HCRB's continuing efforts to
25X1	familiarize Agency personnel with regulation the claims processing procedures, maximum payment for a valid claim, and category limits on certain items. The presen-
25X1	tation was well received by the class.
	d. <u>Training</u>
25X1	attended the AIM Course on 25 January at
25X1 t	he Chamber of Commerce.
25 <b>X</b> 1	